

2008 SEI Workshop

Presented by The City Clerk's Office
Denise Jenkins, Elections Analyst

WHY FILE?

- Conflict of Interest Code
- Public's right to know versus the filer's right to privacy
- Where to find my Conflict of Interest Code
- All statements are public record
 - Work address okay

Clerk's Role

- Filing Officer
- Track all filers and filings
- Notify filers of filing deadlines
- Maintain all original disclosure statements

Designated Filers

- See Appendix A of your Department / Board / Agency Conflict of Interest Code

<http://www.sandiego.gov/city-clerk/elections/eid/codes.shtml>

METROPOLITAN WASTEWATER DEPARTMENT CONFLICT OF INTEREST CODE

APPENDIX A DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>ADMINISTRATION</u>		
Director	Administration of the Metropolitan Wastewater Department.	1
Assistant Director	Assist Director in administration of the Metropolitan Wastewater Department.	1
<u>INFORMATION & ORGANIZATIONAL SUPPORT</u>		
Deputy Director	Approves or recommends policy and financial decisions regarding Information Systems, Human Resources, and Safety	1
Sr. Control Systems Engineer	Supervises and oversees the administration and support of Instrumentation and Control.	2
Redevelopment Project Manager	Manages and oversees activities of Redevelopment project areas, coordinate area PAC meetings; prepare staff recommendations to Agency Board	2
<u>COMMUNITY SERVICES</u>		
Special Projects Manager	Provides policy guidance and coordination of Clean Syringe Exchange Pilot Program; and oversees all youth service programs provided by City departments; works with community organizations to provide services for youth.	2
<u>CONSULTANTS</u>		
Consultant	Performs consultant services for the Metropolitan Wastewater Department.	3
<u>OFFICIALS WHO MANAGE PUBLIC INVESTMENTS</u>		
Grants Administrator	It has been determined that this position manages public investments and will file the Form 700 pursuant to Government Code section 87200.	

Boards and Commissions

- When is your AO and LO date?
 - Your AO date is December 18, 2007
 - Statement due to City Clerk, February 7, 2008
- You must file if a notice is received.
- Know your AO and LO dates.
- Notices should not be ignored.
- Late filing may mean a fine.

Annual Filing

- April 1 of every year
- Year reporting – Previous year
 - Exceptions – AO dates – will be noted
- Fines
 - City Clerk
 - Ethics Commission

COVER PAGE

A Public Document

Please type or print in ink

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER
			()
MAILING ADDRESS (May use business address)	STREET	CITY	STATE ZIP CODE
			OPTIONAL: FAX / E-MAIL ADDRESS

1. Office, Agency, or Court

Name of Office, Agency, or Court:

Division, Board, District, if applicable:

Your Position:

➤ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

- ☐ State
- ☐ County of _____
- ☐ City of _____
- ☐ Multi-County _____
- ☐ Other _____

3. Type of Statement (Check at least one box)

- ☐ Assuming Office/Initial Date: ____/____/____
- ☐ Annual: The period covered is January 1, 2006, through December 31, 2006.
- OR-
- ☐ The period covered is ____/____/____ through December 31, 2006.
- ☐ Leaving Office Date Left: ____/____/____ (Check one)
- ☐ The period covered is January 1, 2006, through the date of leaving office.
- OR-
- ☐ The period covered is ____/____/____ through the date of leaving office.
- ☐ Candidate

4. Schedule Summary

➤ Total number of pages including this cover page: _____

➤ Check applicable schedules or "No reportable interests."

I have disclosed interests on one or more of the attached schedules:

Schedule A-1 ☐ Yes – schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 ☐ Yes – schedule attached
Investments (10% or greater Ownership)

Schedule B ☐ Yes – schedule attached
Real Property

Schedule C ☐ Yes – schedule attached
Income, Loans, & Business Positions (Income Other than Gifts and Travel Payments)

Schedule D ☐ Yes – schedule attached
Income – Gifts

Schedule E ☐ Yes – schedule attached
Income – Travel Payments

-OR-

☐ No reportable interests on any schedule

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

Form 700 Detail

- Properly and completely fill out the cover page.
- Include Name: Last, First, Middle
- Mailing Address (work address okay).

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION		STATEMENT OF ECONOMIC INTERESTS		Date Received <i>Official Use Only</i>	
		COVER PAGE			
		<i>A Public Document</i>			
<i>Please type or print in ink</i>					
NAME	(LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
				()	
MAILING ADDRESS (May use business address)	STREET	CITY	STATE	ZIP CODE	OPTIONAL: FAX / E-MAIL ADDRESS

Form 700 Detail (cont.)

- Section 1: Office, Agency, or Court (name of the department)
 - Division, Board, or District:
 - Your Position:

1. Office, Agency, or Court
Name of Office, Agency, or Court: _____
Division, Board, District, if applicable: _____
Your Position: _____
➡ If filing for multiple positions, list additional agency(ies)/position(s): (Attach a separate sheet if necessary.)
Agency: _____
Position: _____

- If filing for multiple positions, list additional agency(ies)/position(s):

Form 700 Detail (cont.)

- Section 2: Jurisdiction of Office:
City of San Diego should be checked.

2. Jurisdiction of Office *(Check at least one box)*

- ☐ State
- ☐ County of _____
- ☐ City of _____
- ☐ Multi-County _____
- ☐ Other _____

3. Type of Statement *(Check at least one box)*

Form 700 Detail (cont.)

Section 3: Type of Statement:

- AO
- AO Date:
 - 12/18/07

3. Type of Statement *(Check at least one box)*

☐ Assuming Office/Initial Date: ____/____/____

☐ Annual: The period covered is January 1, 2006, through December 31, 2006.

-or-

☐ The period covered is ____/____/____, through December 31, 2006.

☐ Leaving Office Date Left: ____/____/____
(Check one)

☐ The period covered is January 1, 2006, through the date of leaving office.

-or-

☐ The period covered is ____/____/____, through the date of leaving office.

☐ Candidate

Form 700 Detail (cont.)

- Section 4:
Schedule Summary:
 - Mark all applicable schedules
 - OR
 - No reportable interests

4. Schedule Summary

➔ Total number of pages
including this cover page: _____

➔ Check applicable schedules or "No reportable
interests."

I have disclosed interests on one or more of the
attached schedules:

Schedule A-1 ☐ Yes – schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 ☐ Yes – schedule attached
Investments (10% or greater Ownership)

Schedule B ☐ Yes – schedule attached
Real Property

Schedule C ☐ Yes – schedule attached
*Income, Loans, & Business Positions (Income Other than Gifts
and Travel Payments)*

Schedule D ☐ Yes – schedule attached
Income – Gifts

Schedule E ☐ Yes – schedule attached
Income – Travel Payments

-or-

☐ No reportable interests on any schedule

Form 700 Detail (cont.)

- Section 5:
Verification:
Date Signed and
Signature *must be*
on this section.
 - In Ink
 - Original Signature
(No Stamp or Copy)

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

FPPC Form 700 (2006/2007)
FPPC Toll-Free Helpline: 866/ASK-FPPC

Electronic Filing

- If we have your Email address we can make electronic filing available to you.

WHERE TO SEND FORM 700

- The **original signed** Form 700 must be sent to the City Clerk's Office.
 - 202 "C" Street, MS 2A
San Diego, CA 92101

QUESTIONS

- Department Liaison City Clerk Contact
 - Clarisa Santiago - Filing Coordinator
 - (619) 533-4025 or csantiago@san Diego.gov
- Boards and Commissions City Clerk Contact
 - Tyshar Turner – Boards and Commissions Clerk
 - (619) 533-4050 or tlturner@san Diego.gov
- Questions on how to fill out SEI?
 - City Clerk's Office – Denise Jenkins
 - (619) 533-4030 or djenkins@san Diego.gov

Questions (cont.)

- Questions on what is reportable?
 - Refer to Appendix B of your Conflict of Interest Code “Disclosure Categories”

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APPENDIX B DISCLOSURE CATEGORIES

CATEGORY 1:

- Investments and business positions in any business entity located in or doing business with the City of San Diego.
- Income and gifts from sources located in or doing business with the City of San Diego.
- Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 2:

- Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 3:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Department Director or designated authority may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Questions (cont.)

- Ethics Commission (619) 533-3476
- FPPC – (866) 275-3772